



Gaithersburg Cultural Arts Advisory Committee

2006 Arts & Craft Show

Friday, November 17 2 – 8 p.m. * Saturday, November 18 10 a.m. – 5 p.m.

Activity Center, Bohrer Park at Summit Hall Farm, 506 S. Frederick Ave., Gaithersburg, MD 20877

For more information contact Sarah Messier

301-258-6350 * 301-948-8364 (fax) * e-mail smessier@gaitthersburgmd.gov * www.gaithersburgmd.gov

Artist's Name _____

Studio/Business Name _____

Address _____

Work Phone _____ Home Phone _____

Cell Phone _____ Fax _____

Email _____

Maryland Tax # _____

☐ City of Gaithersburg Resident

☐ City of Gaithersburg Nonresident

Art/Craft _____

Description of Art/Craft _____

Creative Process _____

Application Fees

Artist/Crafter \$75 (*Items must be handmade by vendor*) * **Commercial Crafter \$110** (*Items must be handmade but may be sold by someone else*)

City of Gaithersburg Nonresidents add \$30 * Maximum – 2 spaces (each space is 10' x 10')

When will you set set-up? ☐ Thursday evening, 3 – 8 p.m. ☐ Friday morning, 9 a.m. – 1 p.m.

Will you donate door prizes? ☐ Yes ☐ No

Will you present an art/craft workshop? ☐ Yes ☐ No

Do you need electricity (\$10 additional fee) ☐ Yes ☐ No (*Electricity requests are limited*)

Application Deadline: Friday, October 6, 2006 based on availability. Early registration is recommended.

The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act. Request must be made prior to the start of the program. Please indicate what accommodations are necessary:

I certify that I have read and understand the application and fact sheet for the 2006 Arts & Craft Show at the Activity Center Bohrer Park, November 17-18, 2006.

Applicant Signature _____ Date _____

Mail application and fees to: **Arts & Craft Show:** 506 S. Frederick Ave., Gaithersburg, MD 20877 or you may register in person at the above address. All applications will be reviewed and crafters will be notified if accepted. Vendors who are not selected will receive a refund.

Make check payable to: City of Gaithersburg

Amount Paid \$ _____ Cash \$ _____ Check \$ _____

Check one: ☐ VISA ☐ MC Credit Card # _____ Exp. (Month/Year) _____

Print Name _____ Signature _____

For Office Use Only

PROGRAM # _____ Office Use Only: _____

Resident: _____ Nonresident: _____

Pr: _____



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2006 Arts & Craft Show

Fact Sheet

Date and Location

- * Friday, November 17 from 2 - 8 p.m.
- * Saturday, November 18 from 10 a.m. - 5 p.m.
- * Activity Center at Bohrer Park, 506 S. Frederick Ave., Gaithersburg, MD 20877
- * 301-258-6350, fax: 301-948-8364

Dates/Times/Set-Up

- * Set-up and breakdown is the responsibility of the artists.
- * Set-up is Thursday, November 16 from 3-8 p.m. and Friday, November 17 from 9 a.m. - 1 p.m.
- * The building will be secured from 8 p.m. Thursday evening to 7 a.m. Friday morning and from 8 p.m. Friday evening to 10 a.m. Saturday morning.
- * All artists must vacate the Activity Center by Saturday, November 18 at 7 p.m. NO EXCEPTIONS

Booth Space

- * Each booth space is 10' x 10'. There is a maximum of two spaces per crafter.
- * The City's Arts Division will provide one 6' table and 2 chairs.
- * A limited number of spaces are available with electricity. There is an additional fee of \$10 for electricity.
- * When submitting your application, please submit a slide or photo of your arts/crafts and a complete description of your creation process. Photos will be returned at the end of the event. We will not be able to view individual websites. The committee must be able to view slides/photographs for approval. We will notify you by mail within three weeks of receiving your application packet.

Important Tax Information

- * The State of Maryland requires any person selling items as a business to have a Maryland tax number and to charge 5% sales tax. Vendor names will be submitted to the Maryland State Comptroller's Office. If you do not have a Maryland tax number call the Maryland Sales Tax division at 410-767-1300 or apply online at www.marylandtaxes.com.

Other Features of the Day

To enhance the event for our patrons, we are planning a number of special features. Please note that these are subject to change:

- * Door prizes given away throughout the day, donated by crafters,
- * Workshops provided by crafters,
- * And other special events.

Advertising and Promotion

- * The City of Gaithersburg will advertise this activity on its website (www.gaithersburgmd.gov), on its Cable TV station (Comcast Channel 13 within the City limits), in print ads, with press releases to local and regional media outlets, and with flyers, including more than 10,000 to school students.
- * Please be advised that your photos and business name may be used in the City's promotion of this event.